

Qatar University

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Document Title:	New Faculty Members Orientation
Responsible Sector:	University Vice President for Academic Affairs
Approval Date:	02/08/2022
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President Decision

Number (25) of (2022)

Regarding New Faculty Members Orientation

Related Documents:	Legal Qatar University Faculty Bylaws
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Approval of University President:	Date: 02/08/2022
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President Decision
Number (25) of (2022)
Regarding New Faculty Members Orientation

(This is as true as possible translation, where the Arabic version is the only official document)

The University President:

After perusal of:

- Decree-Law No. (34) of (2004) on regulating Qatar University;
- Academic Bylaws approved by the Board of Regents on 16/06/2005;
- Qatar University Faculty Bylaws approved by the Board of Regents on 11/03/2019;
- And in consideration of the public interest

Resolution

Article (1)

- **Title of the Decision:** President Decision Regarding New Faculty Members Orientation
- This decision shall come into effect from the date of its issuance.
- This decision applies to new faculty members.

Definitions

Article (2)

In the application of the provisions of this Decision, the following terms and phrases have the meanings ascribed to them:

- a. **University:** Qatar University (QU)
- b. **President:** President of Qatar University

Article (3)

QU seeks to provide an academic environment that helps new faculty members to settle down and get familiar with the teaching and learning philosophy, and the vision and mission of the University, by organizing, annually, two introductory orientations as follows:

- 1- An introductory orientation organized by the Human Resources Department before the beginning of an academic year.
- 2- An introductory orientation organized by the Center for Excellence in Teaching and Learning (CETL) at the beginning of an academic year.

Orientation Day Organized by the Human Resources Department

Article (4)

The faculty orientation organized by the Human Resources Department aims to introduce the new faculty members to the University and its various sectors, QU services and main regulations, financial rights and privileges for faculty members, important academic calendar dates, and focal points from the Human Resources Department.

Article (5)

Human Resources Department shall work on finalizing the hiring documents of the new faculty members during the orientation day, in addition to helping them complete the necessary procedures to acquire some services such as opening a bank account, obtaining a driver's license, health insurance, and other services. In addition, at the end of the orientation day, a campus tour is organized.

Orientation Day organized by the Center for Excellence in Teaching and Learning

Article (6)

The faculty orientation organized by the Center for Excellence in Teaching and Learning (CETL) aims to inform faculty members about the research centers and research opportunities available at the University, and to familiarize them with the culture, regulations and academic policies. It also aims to encourage faculty members to activate their academic and research efforts, to enrich the University in various research and educational fields.

Article (7)

The faculty orientation held by CETL consists of a series of professional development training programs that focus on excellence in teaching and learning, as follows: general orientation, teaching and learning at Qatar University, and the use of the learning management system (Blackboard). Each program consists of training modules and training activities.

Article (8)

All competent authorities, each within its own competence, shall implement this decision, and any provisions contradicting the provisions of this decision shall be repealed. This decision shall come into force as from the date of its issuance.

Dr. Hassan Rashid Al-Derham
President of Qatar University